



WASHINGTON STATE JOB OPPORTUNITY

OFFICE OF THE STATE TREASURER

Job Title: FISCAL ANALYST 4
Job Type: General Service - Classified Position
Location: Olympia, Washington
Recruitment Number: FA -4 – 062507
Recruitment Type: Open to all Qualified Applicants
Salary: Range 52: \$40,452 to \$51,780 per year DOQ
Posted: June 25, 2007
Open: **Open Until Further Notice.** The hiring list developed under this job posting will be used to fill Fiscal Analyst 4 vacancies as they occur.

ABOUT THE OFFICE OF THE STATE TREASURER

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

POSITION PROFILE

OST is seeking qualified candidates for the position of Fiscal Analyst 4 to fill anticipated vacancies as they occur. Typical Work may include:

- ❖ Supervise fiscal related professional staff performing financial reviews and analysis of fiscal data, grants or contracts in accordance with Generally Accepted Accounting Principles [GAAP].
- ❖ Positions are assigned responsibility for fiscal assessment and analysis of program management decisions, development and preparation of the biennial supplemental and operating budgets, and participation in the development and modification of program requirements.
- ❖ Coordinate the development and preparation of annual allotments and allotment amendments to effect program plans.
- ❖ Assure compliance with fiscal policies and procedures issued by headquarters' offices responsible for agency-wide support functions.
- ❖ Review the fiscal status to assure accuracy of expenditures and adequacy of allotments, identification of potential problem areas and alternative methods.

- ❖ Prepare and monitor federal and local revenue projections developed at each stage of the budget process; estimate federal funds by reviewing claims for reimbursement; prepares and processes allotment amendments to properly account for unanticipated revenue granted to the program.
- ❖ Provide technical support and training to fiscal staff for fiscal related activity and financial systems.
- ❖ Act as financial system liaison between agency-wide users, and OFM for the financial integrity of agency-wide major financial systems.
- ❖ Interview and hire applicants, train new employees, assign and schedule work, act upon leave requests, conduct annual performance evaluations and necessary disciplinary actions.

DESIRABLE QUALIFICATIONS

A Bachelor's degree, which includes at least 18 quarter or 12 semester hours of accounting, auditing budgeting, or other business-related credit hours and three to four years of relevant professional experience. Professional experience may substitute year-for-year for education, but not for the minimum credit hours. Additionally, the OST is seeking candidates with the ability to gather, analyze and synthesize financial information and interpret and apply laws and regulations as necessary.

Successful candidates for this position will possess excellent customer service skills, accuracy, and attention to detail, plus the ability to communicate clearly, maintain good working relationships and be a team player.

SPECIAL NOTE

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; eleven paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

APPLICATION PROCEDURE

E-mail is the preferred method of application and will be used as a method of communication throughout this process. Please e-mail application packets to Joyce Norris, at joyce@tre.wa.gov with a subject line of "Fiscal Analyst 4 Recruitment". Please provide an e-mail address that we can use to contact you about this recruitment.

Applicants must submit the following application materials:

- ❖ A letter of interest (no more than two pages) describing your skills and experience as they relate to the Desirable Qualifications outlined in this announcement;

- ❖ A current resume;
- ❖ A [Washington State Employment Application](#)
- ❖ A list of five professional references, including one supervisor, with current telephone numbers and addresses.

If e-mail is not possible, please mail requested materials to the following address:

Human Resources

Phone (360) 902-9009

Attn: Joyce Norris

Office of the State Treasurer

P. O. Box 40200

Olympia, WA 98504-0200

The State of Washington is an equal opportunity employer.

Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960

or Telecommunications Device for the Deaf (360) 664-6211.

For questions about this recruitment call (360) 902-9009.